



United States Senator Richard Burr

217 Russell Senate Office Bldg. • Washington, D.C. 20510

(202) 224-3154 • FAX (202) 228-2981

http://www.burr.senate.gov

APPLICATION FOR CONGRESSIONAL INTERNSHIP

Biographical Information

Form with fields for Full Name, Nickname or Preferred Name, SCHOOL Address, PERMANENT Address, Apartment, Box, or Suite Number, City, State, and Zip, School Phone, Cell Phone, Home Phone, Email Address, School you are currently attending, Expected graduation date, Academic Major(s), Academic Minor(s), Undergraduate GPA, High School you attended, Are you a U.S. Citizen?, Are you at least 18 years old?, If no, what is your country of citizenship?

Activities and Honors

Please share with us activities you enjoy, interests and any honors/awards you have received:

Availability

Internships are offered in the following offices. Please check all offices in which you are available to serve.

- Washington, DC
Winston-Salem, NC
Wilmington, NC

If you are applying for an internship in Washington, what sessions are you available to serve?

- Fall Semester 2009 (August 31, 2009 – December 11, 2009) - application deadline: 6pm June 19, 2009
Spring Semester 2010 (January 12 – May 7) application deadline: 6pm November 13, 2009

IMPORTANT: Completed applications must be received by close of business on the deadline dates noted above. We cannot guarantee you will be considered for an internship if we receive your application late.

If you are applying for an internship in a North Carolina office, what dates are you available to serve?

Materials Required To Complete Your Application

Please attach the following to your completed application:

- 1. A 2-3 page essay on one of the following three topics.
Describe one of your extracurricular activities and how it has prepared you for an internship on Capitol Hill.
Explain why you are interested in interning for Senator Burr and what you hope to gain from this experience.
Who is the figure in government or public service that you admire most? Please explain your answer.
2. A brief description of your plans after college
3. A cover letter and current resume
4. Two letters of recommendation from someone to whom you are not related

Submitting Your Application

Washington, D.C. Internship applicants should fax materials to 202-228-2981. Applicants for an internship in one of the

*North Carolina Offices may fax materials to 336-725-4493. You may also email applications to Intern\_Coordinator@burr.senate.gov. If you choose to mail your application, please note that enhanced security screening methods may delay the receipt of your application up to 2 weeks.*

Washington, DC Internship applications by mail:  
Attention: Intern Coordinator  
Senator Richard Burr  
217 Russell Senate Office Building  
Washington, DC 20510-3308  
Phone: 202-224-3154

North Carolina Internship applications by mail:  
Attention: State Director  
Senator Richard Burr  
2000 West First Street, Suite 508  
Winston-Salem, NC 27104  
Phone: 336-631-5125